Universida_{de}Vigo

Subject Guide 2023 / 2024

					Subject Suide 2025 / 2021
IDENTIFYIN	G DATA				
Manageme	nt Skills				
Subject	Management Skills				
Code	V55G020V01934				-
Study	Grado en				
programme	Administración y				
	Dirección de				
	Empresas				
Descriptors	ECTS Credits		Choose	Year	Quadmester
	6		Mandatory	3rd	2nd
Teaching	English				
language					
Department					
Coordinator	Heasman , Jeffrey Alan George				
Lecturers	Heasman , Jeffrey Alan George				
E-mail	jeffrey.heasman@ieside.com				
Web	http://www.ieside.edu				
General	This module is taught in Englis	h, therefore it is esse	ntial that students a	ccredit a B	2 level of English.
description					-

Training and Learning Results

Code

- B1 Analysis and synthesis skills.
- B2 Critical and self-critical thinking.
- B3 Ability to use computer applications for purposes of corporate management.
- B4 To be able to convey information, ideas, problems and solutions both to specialist and non-specialist audiences.
- B5 Oral and written communication skills.
- B6 Communication through the Internet and, more generally, use of multimedia tools for remote communication.
- B7 To be able to read and communicate in English as a foreign language.
- To be able to communicate fluently with people, including interpersonal skills for active listening, negotiation, persuasion and presentation.
- B9 Ability to work efficiently in a work team.
- B12 Students will acquire the learning skills that are required to pursue further studies with a high degree of independence.
- B13 Ability to learn and work independently.
- B14 Ability to apply the theoretical and practical knowledge acquired in a specialized academic context.
- C5 To be familiar with the relationship between corporations and their milieu, assessing its repercussions on corporate strategy, behavior, management and sustainability.
- C7 To be familiar with the main instrumental techniques used in the corporate world.
- C8 To apply the knowledge acquired to professional situations in the future and acquire competencies linked to the development and defense of arguments and the resolution of problems within their area of study.
- C13 Mobility and adaptability to different contexts and situations.
- C15 To possess the ability to gather and interpret relevant data to give informed opinions based on reflection on relevant social, scientific or ethical issues.
- C16 Ability to search for, identify and interpret sources of information.
- D1 Effective management of one spersonal resources in terms of time, planning and performance, motivation and initiative both at individual and corporate levels.
- D2 Leadership skills, including empathic attitude with others.
- D3 Responsibility and willingness to make commitments.
- D4 Commitment to abide by ethical values at work.
- D5 Striving for quality and continuous improvement.

Expected results from this subject

Expected results from this subject

Training and Learning Results

Ability to understand and use commercial correspondence in English.	B1 B4 B5 B6 B7 B8 B13	C8	D1 D2 D3 D4 D5
Capacity to undertake efficient presentations in English.	B1 B2 B3 B4 B5 B7 B8 B12 B13 B14	C5 C7 C8 C13 C15 C16	D1 D2 D3 D5
Ability to use specific Business English vocabulary.	B7 B13 B14	C5 C7	
Ability to write business reports in English.	B1 B2 B3 B4 B5 B7 B9 B12 B13 B14	C5 C7 C8 C13 C15 C16	D1 D4 D5

Contents	
Topic	
1. PRESENTATIONS & BUSINESS REPORTS	1.1 Presentation Skills
	1.2 Presenting a company's activities and organisation
	1.3 Describing results and trends
	1.4 Comparing options
2. BUSINESS COMMUNICATIONS	2.1 Sales
	2.2 Making enquiries
	2.3 Placing orders
	2.4 Making complaints
	2.5 Reclaiming unpaid bills
	2.6 Paying bills

Planning			
	Class hours	Hours outside the classroom	Total hours
Presentation	6	20	26
Problem solving	27	37	64
Lecturing	20	40	60

^{*}The information in the planning table is for guidance only and does not take into account the heterogeneity of the students.

Methodologies	
	Description
Presentation	Students will carry out presentations, with the aim of improving their presentations, incorporating the skills and knowledge acquired in class.
Problem solving	Students will carry out exercises in class that will be corrected. These exercises can be listenings, writings or speaking, with the aim of putting into practice the vocabulary taught in class. Students have to participate actively in class.
Lecturing	The teacher transmits the module contents. Guidelines will be given for coursework and class exercises.

Personalized assistance		
Methodologies	Description	
Lecturing	Interviews with the teacher in order to receive advice on aspects related to the module.	

Presentation	Interviews with the teacher in order to receive advice on aspects related to the module.
Problem solving	Interviews with the teacher in order to receive advice on aspects related to the module.

Assessment				
De	escription Qualification Training and Learning Resu	ults		
Presentation Pr	esentations. 20	B1	C13	D1
		B2	C15	D2
		В3		D3
		B4		D4
		B5		D5
		В7		
		B8		
		B13		
Problem solvingCl	asswork. 20	B1	C5	D1
		B2	C7	D3
		В3	C13	D4
		B4	C15	D5
		B5	C16	
		В6		
		В7		
		В9		
		B13		
Lecturing Fir	nal exam 60	B1 B5 B7 B12	C8	D5
		B13 B14		
		D14		

Other comments on the Evaluation

Plagiarism will be severely penalised.

Coursework will not be accepted after the deadline. This also applies to presentation dates. Class attendance is compulsory. All absences, including those for which some type of evidence has been produced, will be taken into account when calculating the penalties applicable for non-attendance.

The penalties for non attendance will be as follows: - Non attendance of more than 6 hours of class hours will be penalised by reducing the continuous assessment mark by one third. - Non attendance of more than 12 hours of class hours will be penalised by reducing the continuous assessment mark by two thirds. - Non attendance of more than 18 hours of class hours will be penalised by being awarded a zero mark for their continuous assessment mark.

The grade obtained in the continuous assessment mark will be maintained in the resit exam during academic session 2022/2023. Final exams are corrected using "blind marking".

The time and dates for exams for academic session 2022/2023 will be determined by the Board of Studies of IESIDE. In case of differences, the dates and times published on the IESIDE web page will prevail.

Sources of information
Basic Bibliography
Complementary Bibliography
MURPHY, R., English Grammar in Use, 5th edition, Cambridge University Press, 2019
SWAN, M., Practical English Usage , 4th edition, Oxford University Press, 2016
FORSYTH, P., How to Write Reports and Proposals, 5th edition, Kogan Page, 2019
THEOBALD, T., Develop your Presentation Skills , 4th edition, Kogan Page, 2019
ASHLEY, A., Oxford Handbook of Commercial Correspondence, Oxford University Press, 2003
NATEROP, B.J. and REVELL, R., Telephoning in English , 3rd edition, Cambridge University Press, 2004
TAYLOR, S., Model Business Letters, E-mails and Other Business Documents , 7th edition, Financial Times - Prentice
Hall, 2012

Recommendations

Other comments

Students must certify at least a B2 level of English in order to enrol on this module.

Class attendance is compulsory. Non-attendance will be penalised.

"blind marking" is used to correct the final exams.

This module outline has been written in English. In case of differences between the different language versions, the version in English will prevail.

VERY IMPORTANT: IESIDE will send all its communications to students to the students [] IESIDE account, therefore this account should be checked on a daily basis. Students will not be able to allege lack of knowledge regarding any of these communications.